

**The Chemical Weapons Convention**  
**Declaration and Report Handbook**  
**for Unscheduled Discrete Organic Chemicals**

**December 1999**

(Revised January 2001)



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## **SECTION 1: INTRODUCTION**

### Background

On April 25, 1997, the United States ratified the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction (Chemical Weapons Convention, Convention or CWC), which requires initial and annual declarations and reports on activities involving Schedule 1, Schedule 2, and Schedule 3 chemicals and Unscheduled Discrete Organic Chemicals (UDOCs) above applicable threshold quantities. Such requirements are promulgated in the Chemical Weapons Convention Regulations (CWCER) (15 CFR parts 710 - 722).

### Handbook Overview

This Handbook should be used in conjunction with the CWCER to complete the required declaration and report forms that are due to the Bureau of Export Administration (BXA). If there are discrepancies between the CWCER and this Handbook (including the forms and form instructions), the CWCER prevail.

Section 2 of this Handbook contains the Schedules of Chemicals which are subject to CWCER declaration and report requirements. The Schedules of Chemicals are divided into three sections, including Schedule 1, Schedule 2, and Schedule 3 chemicals. UDOCs are not included in the Schedules of Chemicals. Section 3 of this Handbook briefly summarizes the declaration and report requirements; however, as previously noted, the CWCER contain the specific declaration and report requirements as well as any possible exemptions.

This Handbook also includes a “Guide to Submission of Forms,” that contains information on which forms are due to BXA for each type of declaration or report. The forms are also in this Handbook, and detailed instructions for completing each form are found on the reverse side of the forms. There are also four Supplements to this Handbook in which necessary information is contained for completing the forms. Supplement 1 is a guide on “How to Determine Latitude and Longitude Coordinates” for identifying the location of your facility. Supplement 2 is a listing of “Product Group Codes” for describing products manufactured at your plant or plant site. Supplement 3 is a listing of “Destination Codes” for identifying the destination to or from which you exported or imported a scheduled chemical. Lastly, Supplement 4 is a “Glossary of Definitions and Terms” for describing key words in this Handbook and on the forms.

### Declaration and Report Requirements

The requirements for submission of declarations and reports for a specific facility, trading company or person subject to the CWCER are dependent upon the activity (production, processing, consumption, export, and import), the chemical, and the amounts of the chemical involved in the activity during:

- the previous calendar year for Schedule 1 and Schedule 3 chemicals and UDOCs;
- the previous three calendar years for Schedule 2 chemicals; and
- the next calendar year for anticipated activities of Schedule 1, Schedule 2 and Schedule 3 chemicals.

Parts 712 through 715 of the CWCRC set forth declaration and report requirements for scheduled chemicals and UDOCs.

### Forms

BXA has designed the forms that are contained in this Handbook to require the minimum amount of information for the United States to meet its obligations under the Convention. If there are discrepancies between the CWCRC and the form instructions, the CWCRC prevail.

You can obtain additional copies of the Handbooks, including the forms, by contacting the Information Technology Team (ITT) at (703) 235-1335. The forms and forms software ( DESI - Data Entry Software for Industry) as well as other related information may also be obtained via the Internet at <http://www.cwc.gov>. The forms are provided in Adobe Acrobat PDF format.

### Assistance

If you need assistance in completing the forms included in this Handbook, contact BXA's ITT by telephone at (703) 235-1335. You may also e-mail your questions to ITT at [cwcqa@cwc.gov](mailto:cwcqa@cwc.gov).

If you need assistance in determining whether a chemical is classified as a Schedule 1, Schedule 2 or Schedule 3 chemical, or is a UDOC, you can submit to ITT a request for a chemical determination. Your request should include the information listed below. If you are unable to provide all of this information, you should explain why you cannot provide the information.

- (1) Date of request;
- (2) Company name and complete street address;
- (3) Point of contact;
- (4) Phone and fax number of contact;
- (5) Chemical name;
- (6) Structural formula;
- (7) Chemical Abstract Service registry number, if assigned; and
- (8) Any additional information which you feel is relevant to the chemical and/or process involved and which is not of a confidential or proprietary nature.

You can request a chemical determination via fax at (703) 235-1481 or e-mail at [cdr@cwcc.gov](mailto:cdr@cwcc.gov), or you can mail the request to the following address:

Information Technology Team (ITT)  
Bureau of Export Administration  
U.S. Department of Commerce  
1555 Wilson Blvd., Suite 710  
Arlington, VA 22209-2405

### Paperwork Reduction Act

The collections of information described in this Handbook are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.). The Office of Management and Budget has approved the collection of information that is required under the CWCR. The public reporting burdens for this collection of information (OMB Collection #: 0694-0091) are estimated to average 10.6 hours for Schedule 1 chemicals, 11.9 hours for Schedule 2 chemicals, 2.5 hours for Schedule 3 chemicals, and 5.3 hours for UDOCs. These estimates include the time required to collect the required information and to complete the forms.

Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number.

### Confidential Business Information

The Chemical Weapons Convention Implementation Act of 1998 defines “confidential business information” for purposes of CWC declarations, reports, notifications, and inspections. Certain confidential business information (CBI) provided by facilities, trading companies or other persons to BXA on the CWC forms is exempt from public disclosure under the Freedom of Information Act. Facility-specific information contained in declarations, including confidential business information, will be forwarded to the Organization for the Prohibition of Chemical Weapons (OPCW), and the OPCW will provide certain types of information from the declaration(s) to other States Parties upon request. See Part 718 of the CWCR for additional information on the treatment of CBI.

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## SECTION 2: SCHEDULES OF CHEMICALS

### Schedule 1

- A. Toxic chemicals:** (CAS registry number)
- (1) O-Alkyl ( $\leq C_{10}$ , incl. cycloalkyl) alkyl  
(Me, Et, n-Pr or i-Pr)-phosphonofluoridates
- e.g. Sarin: O-Isopropyl methylphosphonofluoridate (107-44-8)  
Soman: O-Pinacolyl methylphosphonofluoridate (96-64-0)
- (2) O-Alkyl ( $\leq C_{10}$ , incl. cycloalkyl) N,N-dialkyl  
(Me, Et, n-Pr or i-Pr) phosphoramidocyanidates
- e.g. Tabun: O-Ethyl N,N-dimethyl phosphoramidocyanidate (77-81-6)
- (3) O-Alkyl (H or  $\leq C_{10}$ , incl. cycloalkyl) S-2-dialkyl  
(Me, Et, n-Pr or i-Pr)-aminoethyl alkyl  
(Me, Et, n-Pr or i-Pr) phosphonothiolates and  
corresponding alkylated or protonated salts
- e.g. VX: O-Ethyl S-2-diisopropylaminoethyl methylphosphonothiolate (50782-69-9)
- (4) Sulfur mustards:
- 2-Chloroethylchloromethylsulfide (2625-76-5)  
Mustard gas: Bis(2-chloroethyl)sulfide (505-60-2)  
Bis(2-chloroethylthio)methane (63869-13-6)  
Sesquimustard: 1,2-Bis(2-chloroethylthio)ethane (3563-36-8)  
1,3-Bis(2-chloroethylthio)-n-propane (63905-10-2)  
1,4-Bis(2-chloroethylthio)-n-butane (142868-93-7)  
1,5-Bis(2-chloroethylthio)-n-pentane (142868-94-8)  
Bis(2-chloroethylthiomethyl)ether (63918-90-1)  
O-Mustard: Bis(2-chloroethylthioethyl)ether (63918-89-8)
- (5) Lewisites:
- Lewisite 1: 2-Chlorovinylchloroarsine (541-25-3)  
Lewisite 2: Bis(2-chlorovinyl)chloroarsine (40334-69-8)  
Lewisite 3: Tris(2-chlorovinyl)arsine (40334-70-1)
- (6) Nitrogen mustards:
- HN1: Bis(2-chloroethyl)ethylamine (538-07-8)

HN2: Bis(2-chloroethyl)methylamine	(51-75-2)
HN3: Tris(2-chloroethyl)amine	(555-77-1)
(7) Saxitoxin	(35523-89-8)
(8) Ricin	(9009-86-3)
<b>B. Precursors:</b>	
(9) Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides	
e.g. DF: Methylphosphonyldifluoride	(676-99-3)
(10) O-Alkyl (H or $\leq C_{10}$ , incl. cycloalkyl) O-2-dialkyl (Me, Et, n-Pr or i-Pr)-aminoethyl alkyl (Me, Et, N-Pr or i-Pr) phosphonites and corresponding alkylated or protonated salts	
e.g. QL: O-Ethyl O-2-diisopropylaminoethyl methylphosphonite	(57856-11-8)
(11) Chlorosarin: O-Isopropyl methylphosphonochloridate	(1445-76-7)
(12) Chlorosoman: O-Pinacolyl methylphosphonochloridate	(7040-57-5)

## **Schedule 2**

<b>A. Toxic chemicals:</b>	(CAS registry number)
(1) Amiton: O,O-Diethyl S-[2-(diethylamino)ethyl] phosphorothiolate and corresponding alkylated or protonated salts	(78-53-5)
(2) PFIB: 1,1,3,3,3-Pentafluoro-2-(trifluoromethyl)-1-propene	(382-21-8)
(3) BZ: 3-Quinuclidinyl benzilate	(6581-06-2)
<b>B. Precursors:</b>	
(4) Chemicals, except for those listed in Schedule 1, containing a phosphorus atom to which is bonded one methyl, ethyl or propyl (normal or iso) group but not further carbon atoms,	
e.g. Methylphosphonyl dichloride	(676-97-1)
Dimethyl methylphosphonate	(756-79-6)

Exemption: Fonofos: O-Ethyl S-phenyl ethylphosphono-thiolothionate	(944-22-9)
(5) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) phosphoramidic dihalides	
(6) Dialkyl (Me, Et, n-Pr or i-Pr) N,N-dialkyl (Me, Et, n-Pr or i-Pr)-phosphoramidates	
(7) Arsenic trichloride	(7784-34-1)
(8) 2,2-Diphenyl-2-hydroxyacetic acid	(76-93-7)
(9) Quinuclidine-3-ol	(1619-34-7)
(10) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethyl-2-chlorides and corresponding protonated salts	
(11) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-ols and corresponding protonated salts	
Exemptions:	
N,N-Dimethylaminoethanol and corresponding protonated salts	(108-01-0)
N,N-Diethylaminoethanol and corresponding protonated salts	(100-37-8)
(12) N,N-Dialkyl (Me, Et, n-Pr or i-Pr) aminoethane-2-thiols and corresponding protonated salts	
(13) Thiodiglycol: Bis(2-hydroxyethyl)sulfide	(111-48-8)
(14) Pinacolyl alcohol: 3,3-Dimethylbutane-2-ol	(464-07-3)

### **Schedule 3**

<b>A. Toxic chemicals:</b>	(CAS registry number)
(1) Phosgene: Carbonyl dichloride	(75-44-5)
(2) Cyanogen chloride	(506-77-4)
(3) Hydrogen cyanide	(74-90-8)
(4) Chloropicrin: Trichloronitromethane	(76-06-2)

**B. Precursors:**

(5) Phosphorus oxychloride	(10025-87-3)
(6) Phosphorus trichloride	(7719-12-2)
(7) Phosphorus pentachloride	(10026-13-8)
(8) Trimethyl phosphite	(121-45-9)
(9) Triethyl phosphite	(122-52-1)
(10) Dimethyl phosphite	(868-85-9)
(11) Diethyl phosphite	(762-04-9)
(12) Sulfur monochloride	(10025-67-9)
(13) Sulfur dichloride	(10545-99-0)
(14) Thionyl chloride	(7719-09-7)
(15) Ethyldiethanolamine	(139-87-7)
(16) Methyldiethanolamine	(105-59-9)
(17) Triethanolamine	(102-71-6)

## SECTION 3: UNSCHEDULED DISCRETE ORGANIC CHEMICALS (UDOCs)

### Introduction

Part 715 of the Chemical Weapons Convention Regulations (CWCRC) sets forth the declaration requirements that apply to the production of Unscheduled Discrete Organic Chemicals (UDOCs). Submitters should refer to Part 715 of the CWCRC to determine their declaration requirements. For the convenience of submitters, this section of the Handbook summarizes these declaration requirements. If there are discrepancies between these summaries and the declaration requirements set forth in Part 715 of the CWCRC, the CWCRC prevail.

This section also contains a “Guide to Submission of Unscheduled Discrete Organic Chemical (UDOC) Forms” that identifies the specific forms which must be included in each declaration package, the necessary declaration forms, as well as specific instructions for completing the forms.

### UDOC Definition and Exemptions

UDOCs are defined as any chemical (1) belonging to the class of chemical compounds consisting of all compounds of carbon except for its oxides, sulfides and metal carbonates identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, is assigned, and (2) that is not contained in the Schedules of Chemicals (see Supplements No. 1 to parts 712, 713 and 714 of the CWCRC). UDOCs containing the elements phosphorus, sulfur or fluorine are referred to as “PSF-chemicals.”

Note: Carbon oxides consist of chemical compounds that contain only the elements carbon and oxygen and have the chemical formula  $C_xO_y$ , where x and y denote integers. The two most common carbon oxides are carbon monoxide (CO) and carbon dioxide (CO<sub>2</sub>). Carbon sulfides consist of chemical compounds that contain only the elements carbon and sulfur, and have the chemical formula  $CaSb$ , where a and b denote integers. The most common carbon sulfide is carbon disulfide (CS<sub>2</sub>). Metal carbonates consist of chemical compounds that contain a metal (i.e., the Group I Alkalies, Groups II Alkaline Earths, the Transition Metals, or the elements aluminum, gallium, indium, thallium, tin, lead, bismuth or polonium), and the elements carbon and oxygen. Metal carbonates have the chemical formula  $Md(CO_3)_e$ , where d and e denote integers and M represents a metal. Common metal carbonates are sodium carbonate (Na<sub>2</sub>CO<sub>3</sub>) and calcium carbonate (CaCO<sub>3</sub>). Metal carbides or other compounds consist of only a metal, as described above, and carbon (e.g., calcium carbide (CaC<sub>2</sub>)).

UDOCs subject to declaration requirements are those produced by synthesis and have been isolated for use or sale as a specific end product, except as follows:

- Polymer substances and oligomers consisting of two or more repeating units, and formed by the chemical reaction of monomeric or polymeric substances;
- Chemicals and chemical mixtures produced through a biological or biomediated process;
- Products from the refining of crude oil, including sulfur-containing crude oil; and

- Metal Carbides (i.e., chemicals consisting only of metal and carbon); and
- UDOCs produced by synthesis that are ingredients or by-products in foods designed for consumption by humans and/or animals.

Note: See Supplement No. 2 to Part 715 of the CWCR for examples of UDOCs subject to the declaration requirements and for examples of activities that are not considered production by synthesis.

Also note that UDOC plant sites that exclusively produced hydrocarbons or explosives are exempt from UDOC declaration requirements. The following definitions apply for hydrocarbons and explosives:

- Hydrocarbon means any organic compound that contains only carbon and hydrogen; and
- Explosive means a chemical (or a mixture of chemicals) that is included in Class 1 of the United Nations Organization hazard classification system.

### Declaration Requirements

Declarations are required from plant sites that produced by synthesis in excess of 200 metric tons aggregate of all UDOCs (including all PSF-chemicals) or from plant sites with one or more plants that produced by synthesis 30 metric tons of an individual UDOC containing the elements phosphorus, sulfur or fluorine (“PSF-chemical”).

*Initial Declarations* are required from UDOC plant sites that produced above the applicable quantity threshold in calendar year 1996.

*Annual Declarations on Past Activities* are required from plant sites that produced in excess of applicable quantity thresholds in the previous calendar year, beginning with calendar year 1997.

Note that in addition to providing approximate production data by ranges, plant sites may also be required to include additional information on the forms such as the latitude and longitude coordinates of the center of the declared plant site and the exact number of plants on the plant site that produced an individual PSF chemical in excess of 30 metric tons.

*Amended Declarations* are required for changes or additions to previously submitted declarations.

## GUIDE TO SUBMISSION OF UNSCHEDULED DISCRETE ORGANIC CHEMICAL (UDOC) FORMS

Declaration Type	Unscheduled Discrete Organic Chemical Forms				Due Dates
	Cert.	UDOC	A	B	
Initial Declaration	✓	✓	①	②	See Note
Annual Declaration on Past Activities	✓	✓	①	②	See Note February 28
Amended Declaration	✓	✓	①	②	

✓ - Form Required    ① - Attach, as appropriate    ② - Optional

### Listing of Forms

Certification Form

UDOC

Unscheduled Discrete Organic Chemical Declaration, consists of 2 pages:

Part A - UDOC Plant Site Identification and

Part B - UDOC Plant Site Activities

Form A

Attachments for Plant Site (attach, as appropriate)

Form B

Optional Comments

**Note:** The Initial Declaration and Annual Declarations on Past Activities for calendar years 1997, 1998, and 1999 will be due 90 days after publication of the interim rule implementing the CWCR.

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		<b>U.S. DEPARTMENT OF COMMERCE</b> Bureau of Export Administration <b>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b>		DATE RECEIVED: (Leave Blank)
<b>CERTIFICATION FORM</b>				
Provide the information requested below in Questions C.1 through C.8.				
<b>C.1</b>	Name of Declaration Point of Contact (D-POC):			
<b>C.2</b>	Company Name:			
<b>C.3</b>	Street Address:			
	City:	State:	Zip Code:	
<b>C.4</b>	D-POC's Telephone Number: _____ ext. _____			
	D-POC's Fax Number: _____			
	D-POC's E-mail Address: _____			
<b>C.5</b>	Date Submitted (YYYY-MM-DD): _____			
<b>C.6</b>	<b>CERTIFICATION</b>			
I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.				
Name and title of responsible official (type or print):				
Signature:				
Date Signed (YYYY-MM-DD):				
<b>C.7</b>	<b>TYPE OF DECLARATION OR REPORT</b> (check only one box)			
	<input type="checkbox"/> INITIAL DECLARATION (1996)			
	<input type="checkbox"/> ANNUAL DECLARATION ON PAST ACTIVITIES (YYYY): _____			
	<input type="checkbox"/> AMENDED DECLARATION - Please provide the year of the declaration being amended. (YYYY): _____			
<b>C.8</b>	<b>FORMS SUBMITTED</b> Check all the forms that are included:			
	<input type="checkbox"/> FORM UDOC	<input type="checkbox"/> FORM A	<input type="checkbox"/> FORM B	

## **CERTIFICATION FORM Unscheduled Discrete Organic Chemical Declaration**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

A separate Certification Form is required for each Unscheduled Discrete Organic Chemical (UDOC) plant site being declared.

This form serves several purposes, including:

- (a) identifying a Point of Contact;
- (b) certifying the accuracy of the submitted declaration;
- (c) identifying the type of declaration submitted; and
- (d) listing the declaration forms submitted.

Questions C.1 through C.5 Name of Declaration Point of Contact (D-POC) and Other Requested Information: Designate a D-POC. The D-POC should be a person whom the Department of Commerce may contact for: (1) the purposes of clarification of information provided in the declaration; and (2) for general information. The D-POC need not be the person who prepares the declaration forms or signs the Certification Form. Furthermore, it is not necessary that the D-POC be located at the declared plant sites.

Question C.6 Certification: The Certification must be signed and dated by the owner, operator, or senior management

official who certifies the accuracy and completeness of the information submitted. The Certification signature block must contain an original signature.

Question C.7 Declaration Type: Check the box for the type of declaration being submitted (e.g. initial, past activities, or amended) and indicate the year for which the information applies.

The INITIAL DECLARATION provides information on the 1996 production of Unscheduled Discrete Organic Chemicals (UDOCs) by a declared UDOC plant site.

The DECLARATION ON PAST ACTIVITIES provides information on the production of UDOCs by a declared UDOC plant site for the previous year.

The AMENDED DECLARATION is used to correct a previously submitted declaration (e.g., increase of production quantity into a higher range; addition of a new PSF chemical produced above 30 metric tons at a PSF plant not previously declared). If you submit an AMENDED DECLARATION, indicate the year to which the AMENDED DECLARATION refers.

Question C.8 Forms Submitted: Check the appropriate box for each form that is included in the submission.

<b>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b>		PLANT SITE NAME:	
		U.S. PLANT SITE CODE (once assigned):	
		<b>PAGE 1 OF 2</b>	
<b>FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b>			
Submit this form for each <b>Unscheduled Discrete Organic Chemical Production Plant Site</b> for all types of declarations (initial, past activities, and amended).			
<b>PART A: Plant Site Identification</b>			
<b>UDOC.1</b>	Owner:		
	Telephone Number:	Fax Number:	
<b>UDOC.2</b>	Operator:		
	Telephone Number:	Fax Number:	
<b>UDOC.3</b>	Street Address:		
	City:	State:	Zip Code:
<b>UDOC.4</b>	<b>Provide the geographic coordinates of the center of the plant site (see Supplement No. 1).</b>		
	a. Latitude (Deg/Min/Sec/N):		
	b. Longitude (Deg/Min/Sec/W):		
Check this box if the geographic coordinates are not for the center of the plant site and/or you have attached any additional information on the plant site to Form A. <input type="checkbox"/>			
<b>Designation of Inspection Point of Contact (I-POC) for inspection notifications involving this plant site.</b> <b>NOTE: The Department of Commerce must be able to reach the I-POCs at all hours through the telephone numbers shown below.</b>			
<b>UDOC.5.1</b>	Name of I-POC:		
	I-POC's Primary Telephone Number:	ext.	
	I-POC's Alternate Telephone Number:	ext.	
	I-POC's Fax Number:		
<b>UDOC.5.2</b>	Name of Alternate I-POC (optional):		
	I-POC's Primary Telephone Number:	ext.	
	I-POC's Alternate Telephone Number:	ext.	
	I-POC's Fax Number:		

## FORM UDOC **Unscheduled Discrete Organic Chemical Declaration**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form (which consists of 2 pages -- Part A - Plant Site Identification and Part B - Plant Site Activities) for each declared unscheduled discrete organic chemical (UDOC) plant site, and for all types of declarations (initial, past activities, and amended). Your plant site is a declared UDOC plant site if it produced more than 200 metric tons aggregate of UDOCs (including all PSF-chemicals). For purposes of calculating the 200 metric ton amount, you must include all PSF chemicals that were produced on your plant site. Your plant site is also a declared plant site if one or more plants on your plant site individually produced more than 30 metric tons of a single UDOC containing phosphorus, sulfur, or fluorine ("PSF-chemical"). Only declared plant sites subject to routine inspection must complete Question UDOC.5.

For the INITIAL DECLARATION, submit this form for each UDOC plant site that produced above the applicable threshold in 1996. For the ANNUAL DECLARATION ON PAST ACTIVITIES, submit this form for each UDOC plant site that produced above the applicable threshold in the previous calendar year.

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary

means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

### PART A - PLANT SITE IDENTIFICATION

Questions UDOC.1 through UDOC.3: Provide the name and telephone and fax numbers of the owner and the operator the occupant or the agent in charge of the plant site. Provide the address of the plant site. **DO NOT PROVIDE A POST OFFICE BOX.**

Question UDOC.4: Provide the latitude and longitude for the center of the plant site using the following formats (see Supplement No. 1 for guidelines on determining geographic coordinates):

Latitude:            00(degree)/00(minute)/00(second)/N  
Longitude:        000(degree)/00(minute)/00(second)/W

If the geographic coordinates are not for the center of the plant site, you must attach to Form A an explanation of the coordinates (e.g., front gate, Building No.15). Also, use Form A to identify any additional information (e.g., maps, drawings) that you have attached to this declaration to locate this plant site with reference to the declared coordinates. (Check the box if you are submitting Form A with attachments.)

Questions UDOC.5.1 & UDOC.5.2: Designate an Inspection Point of Contact (I-POC) and provide telephone and fax numbers so the U.S. Government may notify you of inspections of your plant site. You may also designate an Alternate I-POC. The U.S. Government must be able to contact the I-POCs on a 24 hour basis.

<b>CWC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b>		PLANT SITE NAME:	
		U.S. PLANT SITE CODE (once assigned):	
		<b>PAGE 2 OF 2</b>	
<b>FORM UDOC UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION</b>			
<b>PART B: Plant Site Activities</b>			
Specify the main activities at this plant site.			
<b>UDOC.6</b>	Provide the Product Group Codes to describe products at this plant site (see Supplement No.2).		
<b>UDOC.7</b>	If the plant site produced more than 200 metric tons of Unscheduled Discrete Organic Chemicals, provide the approximate number of plants that produced any amount of Unscheduled Discrete Organic Chemicals (including all PSF chemicals): _____		
<b>UDOC.8</b>	Indicate the approximate aggregate amount of production (by production range) of Unscheduled Discrete Organic Chemicals produced by all plants at the plant site (including all PSF chemicals).		
	<input type="checkbox"/> above 200 metric tons to 1,000 metric tons		
	<input type="checkbox"/> above 1,000 metric tons to 10,000 metric tons		
	<input type="checkbox"/> above 10,000 metric tons		
Answer UDOC.9 and UDOC.10 below, if at least one plant on the plant site produced an "individual" PSF chemical over 30 metric tons.			
<b>UDOC.9</b>	Provide the exact number of plants at this plant site that produced an "individual" PSF chemical over 30 metric tons ("PSF Plant"): _____		
<b>UDOC.10</b>	Indicate in UDOC.10.1 through UDOC.10.4 below, the number of PSF plants whose approximate aggregate production of all PSF chemicals falls within each of the PSF-chemical production ranges. <b>NOTE: The total number of PSF plants identified in UDOC.10.1 through UDOC.10.4 should equal the number of PSF plants indicated in UDOC.9.</b>		
<b>UDOC.10.1</b>	Number of PSF plants that produced above 30 metric tons to 200		_____
<b>UDOC.10.2</b>	Number of PSF plants that produced above 200 metric tons to 1,000 metric tons:		_____
<b>UDOC.10.3</b>	Number of PSF plants that produced above 1,000 metric tons to 10,000 metric tons:		_____
<b>UDOC.10.4</b>	Number of PSF plants that produced above 10,000 metric tons:		_____

## FORM UDOC **Unscheduled Discrete Organic Chemical Declaration (Continued)**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

The submitter of this declaration should assign a unique name to the plant site, and record this name in the appropriate box in the upper right-hand corner of Form UDOC, Parts A and B. The Department of Commerce will provide each submitter with a unique code for each declared plant site. This code, hereafter referred to as a "U.S. Plant Site Code," will be the primary means of identifying a plant site after the first declaration is submitted and the Department of Commerce assigns a code. The submitter should use this code on all future declarations for a particular plant site.

### PART B - PLANT SITE ACTIVITIES

Question UDOC.6: Provide the appropriate Standard International Trade Classification (SITC) Code for one or more chemical product group categories that describe the type of ultimate products that are manufactured at the plant site (see Supplement No. 2 for the SITC Codes).

Question UDOC.7: If your plant site produced more than 200 metric tons aggregate of unscheduled discrete organic chemicals (UDOCs) in the previous calendar year, provide the approximate number of plants that produced any amount of UDOCs (including all PSF-chemicals).

Question UDOC.8: Check the appropriate box to indicate the approximate aggregate amount of production of all UDOCs (including all PSF-chemicals) produced at this plant site in the previous calendar year.

Question UDOC.9: Provide the exact number of plants that produced an individual PSF-chemical over 30 metric tons at this plant site in the previous calendar year. An individual plant that produced more than 30 metric tons of a single PSF-chemical is a "PSF plant." Do not include plants that produced less than 30 metric tons of a PSF chemical.

Question UDOC.10: If one or more plants on the plant site produced an individual PSF chemical above 30 metric tons, provide the number of PSF plants whose approximate aggregate production of PSF-chemicals falls within each of the PSF-chemical production ranges in the previous calendar year. NOTE: The total number of PSF plants identified in Question UDOC 10.1 through 10.4 should equal the number of PSF plants indicated in Question UDOC.9.



## **FORM A Attachments for Declared Unscheduled Discrete Organic Chemical Plant Sites**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715).

Submit this form to list any attachments containing additional information (e.g., site diagrams, maps, drawings) on any declared plant site. Any additional attachment submitted to further characterize the plant site and to clarify the exact location is on a voluntary basis.

**PLANT SITE NAME:** Enter the name of the plant site, and if assigned, enter its U.S. Plant Site code.

**FORM NUMBER:** In column 1, enter the form number to which this additional information refers.

**IDENTIFY ATTACHMENT:** In column 2, provide a description of the attachment and assign a unique name to it (e.g., site map).

Insert all attachments in an envelope and staple the envelope to Form A.



**CWC UNSCHEDULED  
DISCRETE ORGANIC CHEMICAL  
FORM B**

**FORM B OPTIONAL COMMENTS**

**B.1.1**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.2**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.3**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.4**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.5**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.1.6**

Comments on form number \_\_\_\_\_, question number \_\_\_\_\_:

**B.2.1**

General comments or suggestions:

## **FORMB Optional Comments**

Declaration requirements are set forth in Part 715 of the CWC Regulations (15 CFR 715)

Please use this form to record comments or suggestions. Use as many copies of this form as necessary. Submission of this form is optional. The information provided will be used only by the Department of Commerce to improve the forms and the CWC reporting process.

## SUPPLEMENT 1

### HOW TO DETERMINE LATITUDE AND LONGITUDE COORDINATES

#### Introduction

The latitude and longitude coordinates of declared facilities are very important for pinpointing facility location and are a required data element on the CWC Declaration Forms. As a result, the Department of Commerce, Bureau of Export Administration (BXA) is encouraging facilities to make the best possible measurements when determining latitude and longitude coordinates. Undeclared facilities, trading companies or other persons subject to the Chemical Weapons Convention Regulations (CWCRC) are not required to provide latitude and longitude coordinates.

The CWC Declaration Forms give you the option to identify the latitude or longitude coordinates of either the “center” of the facility or “another location” of the facility; however, if you do not specify the coordinates of the “center” of your facility, you must attach to Form A a description of the physical location identified by the coordinates (e.g., front gate, Building No. 15). You may also attach to Form A any additional information that may be useful to locate the facility.

Latitude is the distance north or south of the equator. Longitude is the distance east or west of the prime meridian (Greenwich, England). Latitude and longitude are measured in degrees, minutes, and seconds.

$1^{\circ}(\text{degree}) = 60'(\text{minutes})$

$1'(\text{minute}) = 60''(\text{seconds})$

#### How to Determine the Latitude and Longitude Coordinates of Your Facility

There are a number of inexpensive commercial systems or government services which are available to assist you in identifying your facility’s location, as listed below. You should use one of these systems or methods to determine the latitude and longitude coordinates of your facility. Note that you may have previously determined your facility’s precise latitude and longitude coordinates for other U.S. Government reporting requirements (e.g., EPA/TRI).

Global Position Systems (GPS) – GPS is one of the easiest and least expensive methods used in obtaining the precise latitude and longitude coordinates of a facility. The United States Government has determined that using a GPS in identifying the latitude and longitude coordinates of your facility is an acceptable method. During an inspection of your facility, inspectors of the Organization on the Prohibition of Chemical Weapons (OPCW) may also use a GPS to verify the location of your facility.

Survey Records – Another source for obtaining latitude and longitude coordinates of a facility is through use of surveying records from your local government’s Registrant Office.

Bureau of Export Administration (BXA) Assistance – BXA will assist you in identifying the latitude and longitude coordinates of your facility. You should contact BXA’s Information Technology Team at 703-235-1335 for assistance.

U.S. Geological Survey (USGS) Maps—The USGS is another important resource available for identifying the latitude and longitude coordinates of your facility. The USGS publishes topographic quadrangle maps which are useful tools available to help you in determining the latitude and longitude coordinates for your facility. These maps are published in varying degrees of detail. It is very important that latitude and longitude measurements be made from the most detailed maps available.

To identify the detailed topographic quadrangle map in which your facility is located, the USGS has published an index and a catalog of topographic maps available for each state. Both the index and the catalog are available in many libraries or may be obtained free of charge from the Distribution Branch of the USGS. The **Index to Topographic and Other Map Coverage** helps you to identify the most detailed map in which your facility is located.

The detailed topographic quadrangle maps are available in many libraries or may be purchased from the Distribution Branch of the USGS and from private map dealers. The Catalog of Topographic and Other Published Maps contains a list of map depository libraries and topographic map dealers for each state covered in the Catalog.

To purchase a topographic quadrangle map from the USGS, you must send a written request to the Distribution Branch of the USGS, containing the file number and map reference code, the name of the city, state and zip code in which your facility is located.

The Distribution Branch of the USGS can be reached at:

Distribution Branch of the USGS  
P.O. Box 25286  
Denver Federal Center  
Denver, CO 80225  
(303) 236-7477

**Allow 5 Weeks for Delivery.**

For faster service, you may call the USGS toll free number 1-800-435-7627 to obtain names of private map dealers in your state and the cost of the maps.

You may also purchase topographic maps online via the Internet at: <http://mapping.usgs.gov/mac/findmaps.html>.

In addition, you may purchase a topographic quadrangle map from the USGS through a USGS Public Inquiry Office. The Public Inquiry Offices are listed for each state on the inside back cover of the *Catalog of Topographic and Other Published Maps*.

If you need help in determining your latitude and longitude once you have the necessary map, the National Cartographic Information Center can provide assistance:

**Western states:** (303) 236-5829  
**Eastern states:** (314) 341-0851

### Determining Your Facility's Latitude and Longitude.

Once you have obtained the correct map for your facility (as illustrated at the end of this supplement):

- (1) Mark the location of your facility on the map with a point. If your facility is large, choose a point central to the production activities of the facility. If certain structures in your facility are represented on the map, mark one of the structures with a point.
- (2) Construct a small rectangle around the point with fine pencil lines connecting the nearest 2.5' or 5' graticules. *Graticules* are intersections of latitude and longitude lines that are marked on the map edge, and appear as black crosses at four points in the interior of the map.
- (3) Read and record the latitude in terms of North and longitude in terms of West (in degrees, minutes, and seconds) for the southeast corner of the small quadrangle drawn in step two. The latitude and longitude are printed at the edges of the map.
- (4) To determine the increment of latitude above the latitude line recorded in step 3,
  - position the map so that you face *west*:
  - place the ruler in approximately a north-south alignment, with the "0" on the latitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the latitude line to the desired point (the point distance);
- the measurement from the latitude line to the north line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the latitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of latitude}$$

[Note: 150" is the number of seconds of arc for the side of the small quadrangle on a 7.5' map. If you are using a 15' map, the multiplication factor is 300" instead of 150" since each graticule is 5' of latitude or longitude].

For example:

Point distance = 99.5  
Total distance = 192.0

$$\frac{99.5}{192.0} \times 150'' = 77.7'' = 01'17.7''$$

(conversion procedure:  $60'' = 1'$ ;  $77.7'' = 60'' + 17.7'' = 01'17.7''$ )

Latitude in step 3	32°17'30.0"N
<u>Increment</u>	<u>+ 01'17.7"N</u>
Latitude of point	32°18'47.7"N

to the nearest second = 32°18'48.0"N

(5) To determine the increment of longitude west of the longitude line recorded in step 3,

- position the map so that you face *south*;
- place the ruler in approximately an east-west alignment with the "0" on the longitude line recorded in step 3 with the ruler edge intersecting the point.

Without moving the ruler, read and record:

- the measurement from the longitude line to the desired point (the point distance);
- the measurement from the longitude line to the west line of the small quadrangle (the total distance).

Determine the number of seconds to be added to the longitude recorded in step 3 by using the ratio:

$$\frac{\text{Point distance}}{\text{Total distance between lines}} \times 150'' = \text{increment of longitude}$$

For example:

Point distance = 65.0  
Total distance = 149.9

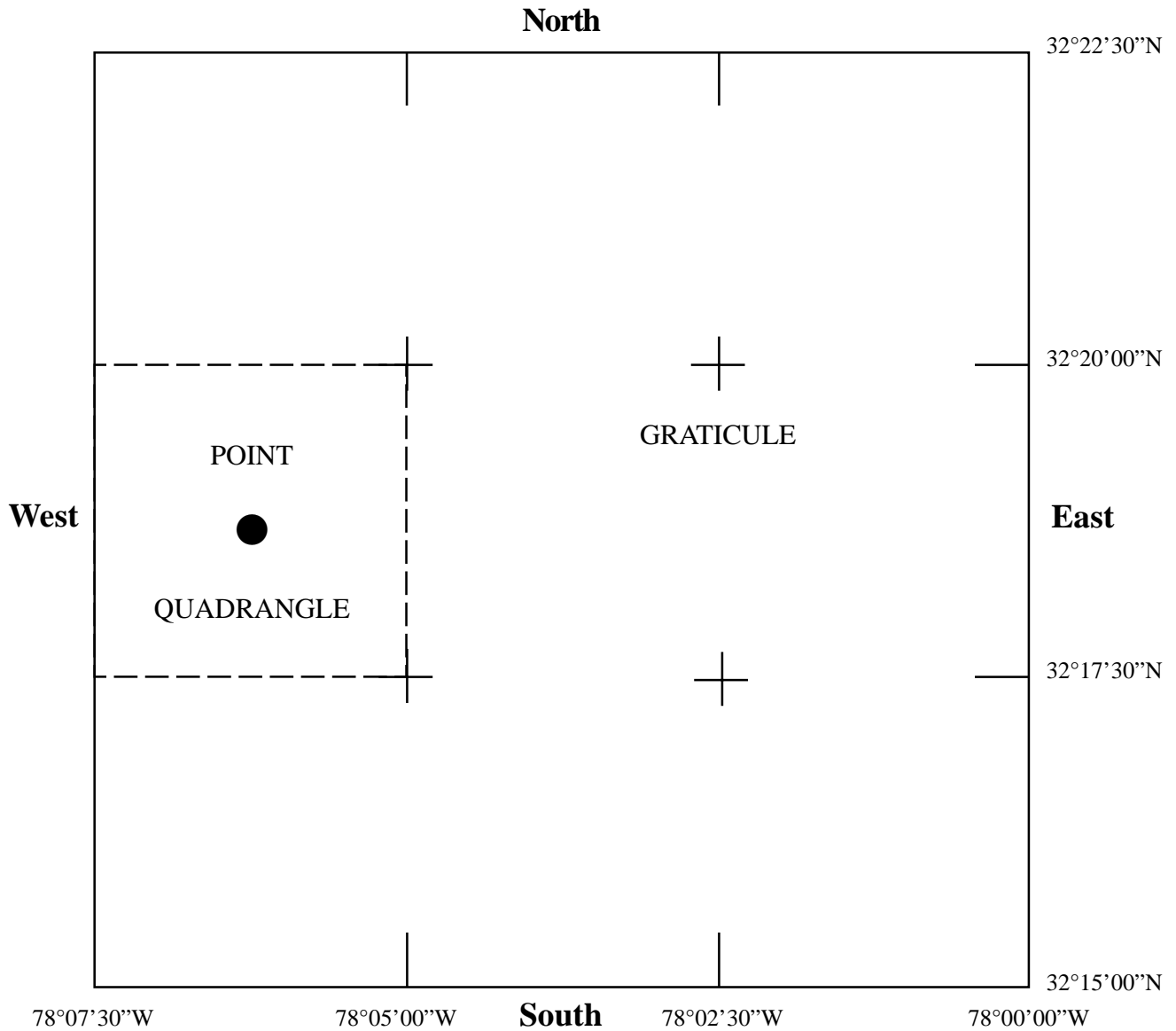
$$\frac{65.0}{149.9} \times 150'' = 65'' = 01'05''$$

(conversion procedure:  $60'' = 1'$ ;  $65'' = 60'' + 05'' = 01'05''$ )

Latitude in step 3	78°05'00"W
<u>Increment</u>	<u>+ 01'05"W</u>
Latitude of point	78°06'05"W

to the nearest second = 78°06'05"W

# LATITUDE/LONGITUDE DIAGRAM



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## SUPPLEMENT 2

### PRODUCT GROUP CODES

#### Standard International Trade Classification (SITC) 3 Digit Codes (an excerpt of chemicals and related products)

Code	Description
511	Hydrocarbons, N.E.S., and their halogenated, sulphonated, nitrated or nitrosated derivatives
512	Alcohols, phenols, phenol-alcohols, and their halogenated, sulphonated, nitrated or nitrosated derivatives
513	Carboxylic acids and their anhydrides, halides, peroxides and peroxyacids; their halogenated, sulphonated, nitrated or nitrosated derivatives
514	Nitrogen-function compounds
515	Organo-inorganic compounds, heterocyclic compounds, nucleic acids and their salts, and sulphonamides
516	Other organic chemicals
522	Inorganic chemical elements, oxides and halogen salts
523	Metal salts and peroxysalts, of inorganic acids
524	Other inorganic chemicals; organic and inorganic compounds of precious metals
525	Radioactive and associated materials
531	Synthetic organic colouring matter and colour lakes, and preparations based thereon
532	Dyeing and tanning extracts, and synthetic tanning materials
533	Pigments, paints, varnishes and related materials
541	Medicinal and pharmaceutical products, other than medicaments of Group 542
542	Medicaments (including veterinary medicaments)
551	Essential oils, perfume and flavour materials
553	Perfumery, cosmetic or toilet preparations (excluding soaps)
554	Soap, cleansing and polishing preparations
562	Fertilizers (other than those of Group 272)
571	Polymers of ethylene, in primary forms
572	Polymers of styrene, in primary forms

<b>Code</b>	<b>Description</b>
573	Polymers of vinyl chloride or of other halogenated olefins in primary forms
574	Polyacetals, other polyethers and epoxide resins, in primary forms; polycarbonates, alkyd resins, polyallyl esters and other polyesters
579	Waste, parings and scrap, of plastics
581	Tubes, pipes and hoses, and fittings therefor, of plastics
582	Plates, sheets, film, foil and strip, of plastics
583	Monofilament of which any cross-sectional dimension exceeds 1 mm, rods, sticks and profile shapes, whether or not surface-worked but not otherwise worked, of plastics
591	Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products and plant-growth regulators, disinfectants and similar products, put up in forms or packings for retail sale or as preparations or articles (e.g. sulphur-treated bands, wicks and candles, and fly papers)
592	Starches, inulin and wheat gluten; albuminoidal substances; glues
593	Explosives and pyrotechnic products
597	Prepared additives for mineral oils and the like; prepared liquids for hydraulic transmission; anti-freezing preparations and prepared de-icing fluids; lubricating preparations
598	Miscellaneous chemicals products, N.E.S.
611	Leather

### SUPPLEMENT 3

#### DESTINATION CODES

CODE	DESTINATION (Name in English)
<b>AFG</b>	AFGHANISTAN Islamic State of Afghanistan
<b>ALB</b>	ALBANIA Republic of Albania
<b>DZA</b>	ALGERIA People's Democratic Republic of Algeria
<b>AND</b>	ANDORRA Principality of Andorra
<b>AGO</b>	ANGOLA Republic of Angola
<b>ATG</b>	ANTIGUA AND BARBUDA
<b>ARG</b>	ARGENTINA Argentine Republic
<b>ARM</b>	ARMENIA Republic of Armenia
<b>AUS</b>	AUSTRALIA
<b>AUT</b>	AUSTRIA Republic of Austria
<b>AZE</b>	AZERBAIJAN Azerbaijani Republic
<b>BHS</b>	BAHAMAS Commonwealth of the Bahamas
<b>BHR</b>	BAHRAIN State of Bahrain
<b>BGD</b>	BANGLADESH People's Republic of Bangladesh
<b>BRB</b>	BARBADOS
<b>BLR</b>	BELARUS Republic of Belarus
<b>BEL</b>	BELGIUM Kingdom of Belgium
<b>BLZ</b>	BELIZE
<b>BEN</b>	BENIN Republic of Benin
<b>BTN</b>	BHUTAN Kingdom of Bhutan
<b>BOL</b>	BOLIVIA Republic of Bolivia
<b>BIH</b>	BOSNIA AND HERZEGOVINA Republic of Bosnia and Herzegovina
<b>BWA</b>	BOTSWANA Republic of Botswana
<b>BRA</b>	BRAZIL Federative Republic of Brazil
<b>BRN</b>	BRUNEI DARUSSALAM
<b>BGR</b>	BULGARIA Republic of Bulgaria
<b>BFA</b>	BURKINA FASO
<b>BDI</b>	BURUNDI Republic of Burundi
<b>KHM</b>	CAMBODIA Kingdom of Cambodia
<b>CMR</b>	CAMEROON Republic of Cameroon

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>CAN</b>	CANADA
<b>CPV</b>	CAPE VERDE Republic of Cape Verde
<b>CAF</b>	CENTRAL AFRICAN REPUBLIC
<b>TCD</b>	CHAD Republic of Chad
<b>CHL</b>	CHILE Republic of Chile
<b>CHN</b>	CHINA People's Republic of China (including Hong Kong and Macau)
<b>COL</b>	COLOMBIA Republic of Colombia
<b>COM</b>	COMOROS Islamic Federal Republic of the Comoros
<b>COG</b>	CONGO Republic of the Congo
<b>COK</b>	COOK ISLANDS
<b>CRI</b>	COSTA RICA Republic of Costa Rica
<b>CIV</b>	COTE D'IVOIRE Republic of Cote d'Ivoire
<b>HRV</b>	CROATIA Republic of Croatia
<b>CUB</b>	CUBA Republic of Cuba
<b>CYP</b>	CYPRUS Republic of Cyprus
<b>CZE</b>	CZECH REPUBLIC
<b>PRK</b>	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA
<b>COD</b>	DEMOCRATIC REPUBLIC OF THE CONGO
<b>DNK</b>	DENMARK Kingdom of Denmark
<b>DJI</b>	DJIBOUTI Republic of Djibouti
<b>DMA</b>	DOMINICA Commonwealth of Dominica
<b>DOM</b>	DOMINICAN REPUBLIC
<b>ECU</b>	ECUADOR Republic of Ecuador
<b>EGY</b>	EGYPT Arab Republic of Egypt
<b>SLV</b>	EL SALVADOR Republic of El Salvador
<b>GNQ</b>	EQUATORIAL GUINEA Republic of Equatorial Guinea
<b>ERI</b>	ERITREA
<b>EST</b>	ESTONIA Republic of Estonia
<b>ETH</b>	ETHIOPIA Federal Democratic Republic of Ethiopia
<b>FJI</b>	FIJI Republic of Fiji
<b>FIN</b>	FINLAND Republic of Finland
<b>FRA</b>	FRANCE French Republic
<b>GAB</b>	GABON Gabonese Republic
<b>GMB</b>	GAMBIA Republic of Gambia
<b>GEO</b>	GEORGIA Republic of Georgia

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>DEU</b>	GERMANY Federal Republic of Germany
<b>GHA</b>	GHANA Republic of Ghana
<b>GRC</b>	GREECE Hellenic Republic
<b>GRD</b>	GRENADA
<b>GTM</b>	GUATEMALA Republic of Guatemala
<b>GIN</b>	GUINEA Republic of Guinea
<b>GNB</b>	GUINEA-BISSAU Republic of Guinea Bissau
<b>GUY</b>	GUYANA Republic of Guyana
<b>HTI</b>	HAITI Republic of Haiti
<b>VAT</b>	HOLY SEE (VATICAN CITY STATE) (Saint Siege)
<b>HND</b>	HONDURAS Republic of Honduras
<b>HUN</b>	HUNGARY Republic of Hungary
<b>ISL</b>	ICELAND Republic of Iceland
<b>IND</b>	INDIA Republic of India
<b>IDN</b>	INDONESIA Republic of Indonesia
<b>IRN</b>	IRAN (ISLAMIC REPUBLIC OF) Islamic Republic of Iran
<b>IRQ</b>	IRAQ The Republic of Iraq
<b>IRL</b>	IRELAND
<b>ISR</b>	ISRAEL State of Israel
<b>ITA</b>	ITALY Italian Republic
<b>JAM</b>	JAMAICA
<b>JPN</b>	JAPAN
<b>JOR</b>	JORDAN Hashemite Kingdom of Jordan
<b>KAZ</b>	KAZAKHSTAN Republic of Kazakhstan
<b>KEN</b>	KENYA Republic of Kenya
<b>KIR</b>	KIRIBATI
<b>KWT</b>	KUWAIT State of Kuwait
<b>KGZ</b>	KYRGYZSTAN Kyrgys Republic
<b>LAO</b>	LAOS PEOPLE'S DEMOCRATIC REPUBLIC
<b>LVA</b>	LATVIA Republic of Latvia
<b>LBN</b>	LEBANON Lebanese Republic
<b>LSO</b>	LESOTHO Kingdom of Lesotho
<b>LBR</b>	LIBERIA Republic of Liberia
<b>LBY</b>	LIBYAN ARAB JAMAHIRIYA Socialist People's Libyan Arab Jamahiriya
<b>LIE</b>	LIECHTENSTEIN Principality of Liechtenstein

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>LTU</b>	LITHUANIA Republic of Lithuania
<b>LUX</b>	LUXEMBOURG Grand Duchy of Luxembourg
<b>MDG</b>	MADAGASCAR Republic of Madagascar
<b>MWI</b>	MALAWI Republic of Malawi
<b>MYS</b>	MALAYSIA
<b>MDV</b>	MALDIVES Republic of Maldives
<b>MLI</b>	MALI Republic of Mali
<b>MLT</b>	MALTA Republic of Malta
<b>MHL</b>	MARSHALL ISLANDS Republic of the Marshall Islands
<b>MRT</b>	MAURITANIA Islamic Republic of Mauritania
<b>MUS</b>	MAURITIUS Republic of Mauritius
<b>MEX</b>	MEXICO United Mexican States
<b>FSM</b>	MICRONESIA Federated States of Micronesia
<b>MCO</b>	MONACO Principality of Monaco
<b>MNG</b>	MONGOLIA
<b>MAR</b>	MOROCCO Kingdom of Morocco
<b>MOZ</b>	MOZAMBIQUE Republic of Mozambique
<b>MMR</b>	MYANMAR Union of Myanmar
<b>NAM</b>	NAMIBIA Republic of Namibia
<b>NRU</b>	NAURU Republic of Nauru
<b>NPL</b>	NEPAL Kingdom of Nepal
<b>NLD</b>	NETHERLANDS Kingdom of The Netherlands
<b>NZL</b>	NEW ZEALAND
<b>NIC</b>	NICARAGUA Republic of Nicaragua
<b>NER</b>	NIGER Republic of Niger
<b>NGA</b>	NIGERIA Federal Republic of Nigeria
<b>NIU</b>	NIUE Republic of Niue
<b>NOR</b>	NORWAY Kingdom of Norway
<b>OMN</b>	OMAN Sultanate of Oman
<b>PAK</b>	PAKISTAN Islamic Republic of Pakistan
<b>PLW</b>	PALAU Republic of Palau
<b>PAN</b>	PANAMA Republic of Panama
<b>PNG</b>	PAPUA NEW GUINEA
<b>PRY</b>	PARAGUAY Republic of Paraguay
<b>PER</b>	PERU Republic of Peru

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>PHL</b>	PHILIPPINES Republic of Philippines
<b>POL</b>	POLAND Republic of Poland
<b>PRT</b>	PORTUGAL Portuguese Republic
<b>QAT</b>	QATAR State of Qatar
<b>KOR</b>	REPUBLIC OF KOREA
<b>MDA</b>	REPUBLIC OF MOLDOVA
<b>ROM</b>	ROMANIA
<b>RUS</b>	RUSSIAN FEDERATION
<b>RWA</b>	RWANDA Rwandese Republic
<b>KNA</b>	SAINT KITTS AND NEVIS
<b>LCA</b>	SAINT LUCIA
<b>VCT</b>	SAINT VINCENT AND THE GRENADINES
<b>SMR</b>	SAN MARINO Republic of San Marino
<b>STP</b>	SAO TOME AND PRINCIPE Democratic Republic of Sao Tome and Principe
<b>SAU</b>	SAUDI ARABIA Kingdom of Saudi Arabia
<b>SEN</b>	SENEGAL Republic of Senegal
<b>SYC</b>	SEYCHELLES Republic of Seychelles
<b>SLE</b>	SIERRA LEONE Republic of Sierra Leone
<b>SGP</b>	SINGAPORE Republic of Singapore
<b>SVK</b>	SLOVAKIA Slovak Republic
<b>SVN</b>	SLOVENIA Republic of Slovenia
<b>SLB</b>	SOLOMON ISLANDS
<b>SOM</b>	SOMALIA Somali Democratic Republic
<b>ZAF</b>	SOUTH AFRICA Republic of South Africa
<b>ESP</b>	SPAIN Kingdom of Spain
<b>LKA</b>	SRI LANKA Democratic Socialist Republic of Sri Lanka
<b>SDN</b>	SUDAN Republic of the Sudan
<b>SUR</b>	SURINAME Republic of Suriname
<b>SWZ</b>	SWAZILAND Kingdom of Swaziland
<b>SWE</b>	SWEDEN Kingdom of Sweden
<b>CHE</b>	SWITZERLAND Swiss Confederation
<b>SYR</b>	SYRIAN ARAB REPUBLIC
<b>TJK</b>	TAJIKISTAN Republic of Tajikistan
<b>THA</b>	THAILAND Kingdom of Thailand
<b>MKD</b>	FORMER YUGOSLAV REPUBLIC OF MACEDONIA

<b>CODE</b>	<b>DESTINATION (Name in English)</b>
<b>TGO</b>	TOGO Togolese Republic
<b>TON</b>	TONGA Kingdom of Tonga
<b>TTO</b>	TRINIDAD AND TOBAGO Republic of Trinidad and Tobago
<b>TUN</b>	TUNISIA Republic of Tunisia
<b>TUR</b>	TURKEY Republic of Turkey
<b>TKM</b>	TURKMENISTAN
<b>TUV</b>	TUVALU
<b>UGA</b>	UGANDA Republic of Uganda
<b>UKR</b>	UKRAINE
<b>ARE</b>	UNITED ARAB EMIRATES
<b>GBR</b>	UNITED KINGDOM United Kingdom of Great Britain & Northern Ireland
<b>TZA</b>	UNITED REPUBLIC OF TANZANIA
<b>USA</b>	UNITED STATES United States of America
<b>URY</b>	URUGUAY Eastern Republic of Uruguay
<b>UZB</b>	UZBEKISTAN Republic of Uzbekistan
<b>VUT</b>	VANUATU Republic of Vanuatu
<b>VEN</b>	VENEZUELA Republic of Venezuela
<b>VNM</b>	VIET NAM Socialist Republic of Viet Nam
<b>YEM</b>	YEMEN Republic of Yemen
<b>YUG</b>	YUGOSLAVIA Federal Republic of Yugoslavia
<b>ZMB</b>	ZAMBIA Republic of Zambia
<b>ZWE</b>	ZIMBABWE Republic of Zimbabwe
<b>TAI</b>	TAIWAN <sup>1</sup>

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1 Transfers to Taiwan of Schedule 2 and 3 chemicals must be declared or reported using the Destination Code “TAI”. This requirement does not imply recognition of the Taiwan authorities nor an official relationship with Taiwan.



## SUPPLEMENT NO. 4

### GLOSSARY OF TERMS

The following is an explanation of terms used in this Handbook. All terms, except those noted by an asterisk (\*), are reprinted from the Chemical Weapons Convention Regulations (15 CFR Section 710) for your convenience.

**Act (The).** Means the Chemical Weapons Convention Implementation Act of 1998 (22 U.S.C.6701 et seq.).

**Bureau of Export Administration (BXA).** Means the Bureau of Export Administration of the United States Department of Commerce, including the Office of Export Administration and the Office of Export Enforcement.

**By-product.** Means any chemical substance or mixture produced without a separate commercial intent during the manufacture, processing, use or disposal of another chemical substance or mixture.

**Chemical Weapon.** Means the following, together or separately:

(1) A toxic chemical and its precursors, except where intended for purposes not prohibited under the Chemical Weapons Convention (CWC), provided that the type and quantity are consistent with such purposes;

(2) A munition or device, specifically designed to cause death or other harm through the toxic properties of those toxic chemicals specified in paragraph (1) of this definition, which would be released as a result of the employment of such munition or device; or

(3) Any equipment specifically designed for use directly in connection with the employment of munitions or devices specified in paragraph (2) of this definition.

**Chemical Weapons Convention (CWC or Convention).** Means the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction, and its annexes opened for signature on January 13, 1993.

**Chemical Weapons Convention Regulations (CWCR).** Means the regulations contained in 15 CFR parts 710 through 722.

**Consumption.** Consumption of a chemical means its conversion into another chemical via a chemical reaction. Unreacted material must be accounted for as either waste or as recycled starting material.

**Declaration\*.** Means forms submitted to the U.S. Government on chemical activities that are above specified thresholds and are required pursuant to the CWC.

**Declaration or report form.** Means a multi-purpose form due to BXA regarding activities involving Schedule 1, Schedule 2, Schedule 3, or unscheduled discrete organic chemicals. Declaration forms will be used by facilities that have data declaration obligations under the CWC and are “declared” facilities whose facility-specific information will be transmitted to the OPCW. Report forms will be used by entities that are “undeclared” facilities or trading companies that have limited reporting requirements for only export and import activities under the CWC and whose facility-specific information will not be transmitted to the OPCW. Information from declared facilities, undeclared facilities and trading companies will also be used to compile U.S. national aggregate figures on the production, processing, consumption, export and import of specific chemicals. See also related definitions of declared facility, undeclared facility and report.

**Declaration or Report Point of Contact (D/R-POC)\*.** Means a person who is responsible for clarifying information provided in the declaration or report and for general information. The D/R-POC need not be the person who prepares the declaration or report forms or signs the Certification Form.

**Declared facility or plant site.** Means a facility or plant site required to complete data declarations of activities involving Schedule 1, Schedule 2, Schedule 3 or unscheduled discrete organic chemicals above specified threshold quantities. Only certain declared facilities and plant sites are subject to routine inspections under the CWC. Plant sites that produced either Schedule 2 or Schedule 3 chemicals for CWC purposes at any time since January 1, 1946, are also “declared” plant sites. However, such plant sites are not subject to routine inspection if they are not subject to declaration requirements because of past production, processing, or consumption of Scheduled or unscheduled discrete organic chemicals above specified threshold quantities.

**Dedicated and multipurpose Schedule 2 chemical plants\*.** Means the following:

A Schedule 2 plant is dedicated when its process configuration is dedicated to the declarable activity/ies (production/processing/consumption) in relation to the declared Schedule 2 chemical(s).

A Schedule 2 plant is multi-purpose when the plant is designed to provide the means for the production of a variety of products by virtue of enabling more than one process configuration, i.e., the reconfiguration of the equipment and the piping as required for these different processes.

**Destination Codes\*.** Means a three-letter code used to designate the destination from which CWC Scheduled Chemicals were exported to or imported from the United States. Destination codes are listed in Supplement No. 3.

**Discrete organic chemical.** Means any chemical belonging to the class of chemical compounds consisting of all compounds of carbon, except for its oxides, sulfides, and metal carbonates, identifiable by chemical name, by structural formula, if known, and by Chemical Abstract Service registry number, if assigned.

**Domestic Transfer.** Means, with regard to declaration requirements for Schedule 1 chemicals under the CWCR, any movement of any amount of Schedule 1 chemical outside the geographical boundary of a facility in the United States to another destination in the United States, for any purpose. Domestic transfer includes movement between two divisions of one company or a sale from one company to another. Note that any movement to or from a facility outside the United States is considered an export or import for reporting purposes, not a domestic transfer.

**EAR.** Means the Export Administration Regulations (15 CFR parts 730 through 799).

**Entity\*.** Means any person involved in the production, processing, consumption, export or import of Scheduled Chemicals and Unscheduled Discrete Organic Chemicals.

**Facility.** Means any plant site, plant or unit.

**Impurity.** Means a chemical substance unintentionally present with another chemical substance or mixture.

**Inspection Point of Contact (I-POC)\*.** Means the person who is available on a 24-hour basis to receive notice of an impending inspection of a declared plant site by the U.S. Government.

**Manufacture\*.** Means the act or process of producing a product from raw materials (suitable for use).

**Operator\*.** Means the person who is in charge of the daily operations of a plant or plant site. This person can also sign and verify the accuracy of declarations and reports that are submitted to BXA. This person can also be present during inspections.

**Organization for the Prohibition of Chemical Weapons (OPCW).** Means the international organization, located in The Hague, The Netherlands, that administers the CWC.

**Owner\*.** Means the person who owns or possess the plant or plant site.

**Person.** Means any individual, corporation, partnership, firm, association, trust, estate, public or private institution, any State or any political subdivision thereof, or any political entity within a State, any foreign government or nation or any agency, instrumentality or political subdivision of any such government or nation, or other entity located in the United States.

**Plant.** Means a relatively self-contained area, structure or building containing one or more units with auxiliary and associated infrastructure, such as:

- (1) Small administrative area;
- (2) Storage/handling areas for feedstock and products;
- (3) Effluent/waste handling/treatment area;
- (4) Control/analytical laboratory;
- (5) First aid service/related medical section; and
- (6) Records associated with the movement into, around, and from the site, of declared chemicals and their feedstock or product chemicals formed from them, as appropriate.

**Plant Site.** Means the local integration of one or more plants, with any intermediate administrative levels, which are under one operational control, and includes common infrastructure, such as:

- (1) Administration and other offices;
- (2) Repair and maintenance shops;
- (3) Medical center;
- (4) Utilities;
- (5) Central analytical laboratory;
- (6) Research and development laboratories;
- (7) Central effluent and waste treatment area; and
- (8) Warehouse storage.

**Precursor.** Means any chemical reactant which takes part, at any stage in the production, by whatever method, of a toxic chemical. The term includes any key component of a binary or multicomponent chemical system.

**Processing.** Means a physical process such as formulation, extraction and purification in which a chemical is not converted into another chemical.

**Product Group Codes\*.** Means Standard International Trade Classification (SITC) Codes used to describe the kind of ultimate products manufactured at the plant or plant site (see definition of SITC codes).

**Production.** Means the formation of a chemical through chemical reaction.

**Production Capacity\*.** Means the annual quantitative potential for manufacturing a specific chemical based on the technological process actually used or, if the process is not yet operational, planned to be used at the relevant facility. It shall be deemed to be equal to the nameplate capacity or, if the nameplate capacity is not available, to the design capacity. For the purpose of Schedule 2 declarations, the nameplate capacity is the product output under conditions optimized for maximum quantity for the production facility, as demonstrated by one or more test-runs. The design capacity is the corresponding theoretically calculated product output, without test data or other supportive plant specific information.

**PSF- chemical\*.** Means an Unscheduled Discrete Organic Chemical containing one of more elements of phosphorus, sulfur or fluorine.

**Quantity\*.** Means the actual quantity of a chemical. Where the product contain less than 100% of the chemical, the contained quantity of the chemical in the product shall be declared.

**Report.** Means information due to BXA on exports and imports of Schedule 1, Schedule 2 or Schedule 3 chemicals above applicable thresholds. Such information is included in the national aggregate declaration transmitted to the OPCW. Facility-specific information is *not* included in the national aggregate declaration. Note: This definition does not apply to parts 719 and 720 (see §719.1) of the CWC.

**Standard International Trade Classification Codes (SITC)\*.** Means United Nations trade classification codes which describes the kind of products manufactured at the plant or plant site based upon the main activities (see Supplement No. 2).

**Storage\*.** For purposes of Schedule 1 declarations, means any quantity of chemical that is not accounted for under the categories of production, export, import, consumption or domestic transfer.

**Synthesis.** Means production of a chemical from its reactants.

**Toxic chemical.** Means any chemical which, through its chemical action on life processes, can cause death, temporary incapacitation, or permanent harm to humans or animals. The term includes all such chemicals, regardless of their origin or of their method of production, and regardless of whether they are produced in facilities, in munitions, or elsewhere. Toxic chemicals that have been identified for the application of verification measures are in schedules contained in Supplements No. 1 to parts 712 through 714 of the CWC.

**Trading Company.** Means any person involved in the export and/or import of scheduled chemicals in amounts greater than specified thresholds, but not in the production, processing or consumption of such chemicals in amounts greater than threshold amounts requiring declaration. If such persons exclusively export or import scheduled chemicals in amounts greater than specified thresholds, they are subject to reporting requirements but are not subject to routine inspections.

**Transfer to Other Industry\*.** Means transfers of Schedule 3 chemicals to industries such as agriculture, construction, manufacturing, pharmaceutical and service industries.

**Undeclared facility or plant site.** Means a facility or plant site that is not subject to declaration requirements because of past or anticipated production, processing or consumption involving scheduled or unscheduled discrete organic chemicals above specified threshold quantities. However, such facilities and plant sites may have a reporting requirement for exports or imports of such chemicals.

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